INSTRUCTIONS FOR COMPLETING ARCHITECT APPLICATIONS

NOTE: **FAILURE TO READ AND FOLLOW THESE INSTRUCTIONS CAREFULLY COULD RESULT IN QUESTIONS ANSWERED INCORRECTLY AND AN IMPROPERLY FILLED-OUT APPLICATION, WHICH WILL BE RETURNED TO YOU.   THIS COULD RESULT IN DENIAL OF YOUR APPLICATION OR REGISTRATION.**

Please study the BTR web site **Rules** and **Statutes** carefully; they establish the requirements for certification, define limits of practice and rules of professional conduct, and explain Board procedures.   It is very important that you become thoroughly familiar with the Statutes and Rules; a violation of any of the provisions of the law or rules may be cause for disciplinary action against a registrant.

- Complete each section of the application, following the instructions on the form and in Rule **R4-30-201**.

- Print the required information neatly or use a typewriter or word processor, and be sure the form is signed.

- If you require additional space, please attach a supplemental sheet of paper.

Once a properly filled-out application has been received in the Board Office, assigned an application number, and a file established, **no** refund will be made.   It is your responsibility to ensure that your application is complete.   A completed application includes the following:

- All Sections completed; signed and dated.

- $100.00 fee submitted.

- School transcripts. (Excludes NAAB degree Applicants)

- License verifications. (Comity Registration only)

- Citizenship forms completed.

- 3 Experience Record and Reference/Supervisor forms completed.   (Non-NAAB degree Applicants)

- 3 Architect Professional Reference forms completed (Initial Architect Registration)

An application is not considered "complete" until all verifying data is received.   Non NAAB Degree Applicants are responsible for mailing at least three Architect Experience Record and Reference/Supervisor form(s) to your present and past supervisors (the Board must be able to verify that an applicant meets the educational and/or experience requirements of **A.R.S. § 32-126(B)**). **Therefore the supervisors and or reference must submit this information directly to our office.**   IDP Record Holders are responsible for mailing at least three Architect Professional Reference forms (the Board must be able to verify the applicant is of good moral character and suitable for registration)

Upon receipt by the Board of the required documents, your application will be evaluated.   Please check back with this office, **in writing**, approximately five weeks after submitting your application to ensure that all necessary information has been received.

Due to the volume of applications being processed by the Licensing Department, we are trying to maximize application processing personnel's effectiveness by reducing telephone calls.   The information within this web site provides answers to the most frequently asked questions.   All requests for information relating to your application status should be made **in writing.**

APPLICATIONS FOR ARCHITECT REGISTRATION EXAMINATION

1. If you hold a NAAB Accredited Degree you must establish an NCARB Intern Development Program (IDP) Record prior to applying for the examination.   Go to http://ncarb.org/en/Experience-Through-Internships.aspx .   Once the Council Record is established you may direct apply to NCARB to take the examination.

2. If you hold a non-accredited Bachelor of Architecture degree you must complete the Application for Architect Registration Exam (ARE).   Attach a **non-refundable** application fee of $100.00 to your completed application in the form of a check or money order made payable to the Board of Technical Registration. Arrange to have copies of certified transcripts for all educational credit claimed sent **directly from the Registrar.   No other copies will be accepted.**   You must also submit Architect Experience Record and Reference/Supervisor form(s) showing a minimum of 12 months experience acceptable to the Board.   Once your application is approved by the Board, NCARB will be notified that you are approved to take the ARE. At that time you must establish an NCARB Intern Development Program (IDP) Record.   Go to http://ncarb.org/en/Experience-Through-Internships.aspx .   Once the Council Record is established you may direct apply to NCARB to take the examination.

3. If you hold a non-accredited Architecture degree (BS Arch or BA Arch) you must complete the Application for Architect Registration Exam (ARE).   Attach a **non-refundable** application fee of $100.00 to your completed application in the form of a check or money order made payable to the Board of Technical Registration. Arrange to have copies of certified transcripts for all educational credit claimed sent **directly from the Registrar.   No other copies will be accepted.**   You must also submit Architect Experience Record and Reference/Supervisor form(s) showing a minimum of 24 months experience acceptable to the Board.   Once your application is approved by the Board, NCARB will be notified that you are approved to take the ARE. At that time you must establish an NCARB Intern Development Program (IDP) Record.   Go to http://ncarb.org/en/Experience-Through-Internships.aspx .   Once the Council Record is established you may direct apply to NCARB to take the examination.

4. If you have a High School Diploma (or equivalent)   you must complete the Application for Architect Registration Exam (ARE).   Attach a **non-refundable** application fee of $100.00 to your completed application in the form of a check or money order made payable to the Board of Technical Registration. Arrange to have copies of certified transcripts for all educational credit claimed sent **directly from the Registrar.   No other copies will be accepted.**   You must also submit Architect Experience Record and Reference/Supervisor form(s) showing a minimum of 60 months experience acceptable to the Board.   Once your application is approved by the Board, NCARB will be notified that you are approved to take the ARE. At that time you must establish an NCARB Intern Development Program (IDP) Record.   Go to http://ncarb.org/en/Experience-Through-Internships.aspx .   Once the Council Record is established you may direct apply to NCARB to take the examination:

APPLICATIONS FOR INITIAL ARCHITECT REGISTRATION

1. Upon successful completion of the ARE, all applicants must request that NCARB transmit their IDP Council Record directly to the Board.   The Record MUST show a minimum of 36 months of experience.   (This requirement exceeds the NCARB requirements for completion of the IDP.   Refer to Rule R4-30-214 paragraph 3.) Applicants must complete the Application for Initial Architect Registration as well as, Three References on the Architect Professional Reference form.   These forms shall be submitted directly to the Board by the references.

APPLICATIONS FOR ARCHITECT COMITY REGISTRATION

1. NCARB record holders shall Complete the Application For Architect Comity Registration and have NCARB transmit their Council Record directly to the Board.   Applicants shall also provide Three References on the Architect Professional Reference form.   These forms shall be submitted directly to the Board by the references.   Attach a **non-refundable** application fee of $100.00 to your completed application in the form of a check or money order made payable to the Board of Technical Registration.

2. Non-Record Holders shall complete the Application For Architect Comity Registration, any prior state-issued licenses or certifications must be verified on forms sent by you to the registering jurisdiction.   It is your responsibility to pay any fees required for verification by other registering boards.   Arrange to have copies of certified transcripts for all educational credit claimed sent **directly from the Registrar.   No other copies will be accepted.**   Submit your qualifying experience and references on the Architect Experience Record and Reference/Supervisor forms.   If you are only documenting only one work experience you must submit two additional professional references from registered architects.   Attach a **non-refundable** application fee of $100.00 to your completed application in the form of a check or money order made payable to the Board of Technical Registration.

IMPORTANT NOTICE TO ALL APPLICANTS

In answering questions 1 through 7 in Section 2. Registration on the application, please note the following:

- If you answer "yes" to any of the questions, you must provide a detailed written explanation regarding the facts and circumstances surrounding the incident and provide official documentation supporting your explanation (i.e., police reports, court records, Board disciplinary orders, Board complaint, Order of Denial of registration or license, etc.).

- You must answer "yes" to questions 6 and 7 even if you pled "no contest" or "nolo contendere" to the felony or misdemeanor charges, and even if the conviction has been set aside or expunged - regardless of what you have been advised in the past.

- Alcohol and drug-related offenses that occur when driving or riding in an automobile (i.e., DUI, DWI, OWI, etc.) are NOT considered minor traffic violations.

- FBI criminal history information obtained as a result of fingerprinting often has arrest information but no disposition of charges listed (i.e., 'dismissed', 'convicted', etc.).   If the record reflects an arrest, you must provide official documentation obtained from the court regarding the disposition of the arrest, even if the charge was ultimately dismissed.

- False or misleading answers regarding any information provided to the Board of Technical Registration as part of your request for registration or certification may result in denial of your application.

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